

27 November 1978

MEMORANDUM FOR: Deputy Director for Administration

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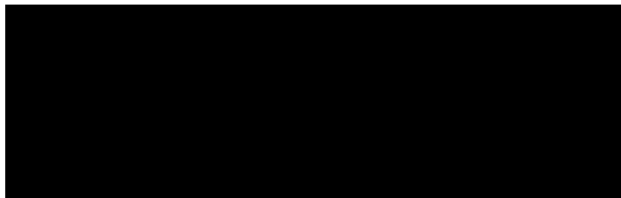
FROM : [REDACTED] Chairman
Secretarial/Clerical Management Advisory Group

SUBJECT : Recruitment of Secretaries and Clericals

REFERENCE : Memo dated 25 October 1978, Same Subject

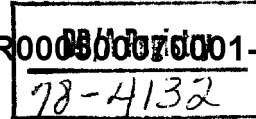
DA QA/QC:
12/14/00.
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Attached you will find a copy of the memo the Secretarial/Clerical Management Advisory Group recently prepared after compiling comparative data on secretarial/clerical career opportunities in the Agency. Due to a misunderstanding of the exact data we were requesting from the Statistical Reporting Branch the information in Paragraph 2.b. is incorrect. The total of nine conversions in the first six months of 1978 to professional jobs was including secretaries only and not the intended secretarial/clerical population. The actual number of secretarial/clerical employee conversions to professional status in the first six months of 1978 is 186. Please correct your original memo to reflect this current statistic.



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cc: Deputy Director of Central Intelligence
Deputy Director for Recruitment and Placement/OP
Director of Personnel



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25 October 1978

DD/A Registry
File *Personnel-15*

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED] Chairman
Secretarial/Clerical Management Advisory Group

SUBJECT : Recruitment of Secretaries and Clericals

1. The Secretarial/Clerical Management Advisory Group recently compiled comparative data on secretarial/clerical career opportunities in CIA and selected other government agencies for possible input to the personnel handbook being drafted by DDA. We now understand that this material is not what the Office of Personnel has in mind for the publication. We are nevertheless forwarding the following to you hoping that recruiters might find it helpful in their talks with prospective employees:

a. A random sampling of five other Government agencies showed that, with the exception of the Department of State, CIA affords more opportunity to secretaries/clericals for promotion to GS-07 and above, i.e., CIA has more GS-07 and above slots than the other agencies. It should be noted,



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b. A survey of the same five agencies in the random sampling revealed that none of the other agencies have established a career management system for secretaries/clericals. The Agency is now well on the way to doing this.

c. The benefits (especially leave policy) and security of a job with the Agency are strong inducements for employment.

d. Many secretaries/clericals will be interested in an Agency career because of the opportunity to travel abroad. The advantages of overseas service should be presented to new employees.

SUBJECT: Recruitment of Secretaries and Clericals

2. It is equally important to apprise job candidates of the limits of their secretarial/clerical career with the CIA:

a. Secretaries and clericals may be promoted quickly to the GS-07 level and then not be able to go beyond that. If they do, it will not be quickly. A review of computer runs as of 31 July 1978 shows approximately [REDACTED] GS-07 positions in comparison with approximately [REDACTED] GS-08 positions. It is evident that there is very little room for advancement from GS-07 to GS-08.

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b. A very low percentage of secretaries and clericals convert to professional status. A review of the first six months of 1978 shows only nine conversions to professional jobs. Even if this figure were doubled by the end of this year, there would be a less than one percent conversion rate.

3. The above information has led the MAG to conclude that the Agency offers the best secretarial/clerical career opportunities to job candidates interested in a career with the Government.

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cc: Deputy Director of Central Intelligence
Deputy Director for Recruitment and Placement/OP
Director of Personnel